

## ADMINISTRATIVE SECRETARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To perform a wide variety of responsible and complex administrative, secretarial and clerical duties for a department director or deputy director; to coordinate and participate in office support functions in support of the department's goals and objectives; and to provide information and assistance to the public regarding departmental policies and procedures.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Secretary series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned related to serving as the personal secretary to a department director or deputy director in a large department. Employees perform the most difficult and responsible types of duties assigned to classes within this series including complex administrative, secretarial and clerical duties requiring independent judgment and personal initiative. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from a department director or deputy director.

May exercise direct supervision or functional and technical supervision over secretarial and clerical staff.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Manage office support functions; may direct the work activities of clerical personnel; prioritize and coordinate work assignments; review work for accuracy.
2. Maintain a calendar of activities, meetings and various events for assigned director or deputy director; coordinate activities with other city departments, the public and outside agencies.
3. Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities.

**CITY OF LAS VEGAS**  
**Administrative Secretary(continued)**

**Essential Functions:**

4. Perform administrative duties in support of assigned department director or deputy director; recommend improvements in work flow, procedures and use of equipment and forms.
5. Participate in the duties relating to the administration of a department; assist in preparing comprehensive reports, minutes of meetings and agendas for meetings; compile annual budget requests.
6. Type and proofread a wide variety of reports, letters, memoranda and statistical charts; type from rough draft or verbal instruction; take and transcribe dictation using shorthand or dictation equipment as required; independently compose correspondence related to assigned responsibilities.
7. Assist in a variety of department operations; perform special projects and assignments as requested.
8. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for attendance, facilities usage, service levels, permits and related records; prepare statistical reports as required.
9. Operate a variety of office equipment including a switchboard, copiers, facsimile machine and computer; input and retrieve data and text; organize and maintain disk storage and filing.

**Marginal Functions:**

1. Provide information and forms to the public as needed; apply departmental policies and procedures in determining completeness of applications, forms, records and reports.
2. Contact the public and outside agencies in acquiring and providing information and making referrals.
3. Receive, sort and distribute incoming and outgoing correspondence.
4. Serve as secretary to various committees and commissions; may take and transcribe meeting minutes.
5. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of assigned department.  
Modern office procedures, methods and computer equipment.  
Business letter writing and report preparation techniques.  
Principles and procedures of record keeping.  
Principles of supervision, training and performance evaluation.  
English usage, spelling, grammar and punctuation.

**CITY OF LAS VEGAS**  
**Administrative Secretary(continued)**

**Ability to:**

Coordinate, organize and review the work of staff in the area of work assigned.  
Independently perform the most difficult administrative support services.  
Interpret, explain and enforce department policies and procedures.  
Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.  
Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.  
Independently prepare correspondence and memoranda.  
Supervise, train and evaluate assigned clerical staff.  
Work independently in the absence of supervision.  
Operate and use modern office equipment including a computer.  
Work cooperatively with other departments, city officials and outside agencies.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain mental capacity which allows for effective interaction and communication with others.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:  
-- *sitting for extended periods of time*  
-- *operating assigned equipment.*  
Maintain effective audio-visual discrimination and perception needed for:  
-- *making observations*  
-- *communicating with others*  
-- *reading and writing*  
-- *operating assigned equipment.*

**Experience and Training Requirements**

**Experience:**

Four years of increasingly responsible secretarial experience.

**Training:**

Equivalent to graduation from high school, supplemented by specialized secretarial training.  
College level course work in business administration, public administration or a related field is desirable.

**License or Certificate**

May require possession of an appropriate, valid Notary Public certification.

Must be able to type 50 words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

May be required to take shorthand at 90 words per minute, depending on assignment.

**CITY OF LAS VEGAS**  
**Administrative Secretary***(continued)*

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time.

ARB  
REV 9/9/04  
FLSA Exempt

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